

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT

for the

SOUTHERN DISTRICT OF ILLINOIS

ANNOUNCEMENT: 04-01
POSITION: CASE ADMINISTRATOR
LOCATION: EAST ST. LOUIS, ILLINOIS
ANNOUNCEMENT DATE: FEBRUARY 13, 2004
CLOSING DATE: FEBRUARY 27, 2004
GRADE: CL-25: (\$31,843 - \$51,792)

POSITION OVERVIEW: The United States District Court for the Southern District of Illinois is recruiting for the position of Case Administrator. This position is responsible in making summary entries of all documents and proceedings on dockets. Duties include, but are not limited to: electronic filing of pleadings, petitions, motions, complaints, minutes, and orders; ensuring that all automated entries are appropriately linked for proper case management; opening cases upon receipt of initiating documents; closing cases upon receipt of terminating documents; informing parties when a judgment or appealable order is entered on the docket; answering inquiries on case status; performing quality control of electronically filed documents; and interpreting and summarizing documents and making timely and accurate docket entries.

QUALIFICATIONS: Candidate must have a high school diploma or equivalent. A bachelors degree in a related field is preferred. Additional qualifications include two (2) years of specialized experience and working knowledge of Microsoft Windows 98/2000/XP, WordPerfect and other court-related automation processes. If currently a federal employee, applicant must have at least one (1) year equivalent work at the CL-24 level.

HOW TO APPLY: Applicants must submit an original and two (2) copies of a cover letter, resume and AO Form 78 to:

U.S. District Court, ILS
ATTN: Human Resources
750 Missouri Avenue
East St. Louis, IL 62201

Applicants may obtain copies of the AO Form 78 at the above address, or call: (618) 482-9399 and leave a voice mail message with name, address and title of position(s) interested in. Only the most qualified applicants will be called for an interview. Preference will be given to applicants with electronic case filing experience.

THIS POSITION IS SUBJECT TO ELECTRONIC FUND TRANSFER PARTICIPATION FOR PAYMENT OF NET PAY